



To: All Licensed Charitable Gaming Organizations

Ref: 2004/2005 License Renewal

The following instructions are for the license renewal application forms for the 2004/2005 licensing period. **Please read them and review your application forms carefully before completing.** *All forms have been revised.* Applications shall be submitted to the Office of Charitable Gaming no later than May 28, 2004. Failure to comply may result in the delay of the issuance of a license.

A license will not be issued until all required information has been provided to and approved by the Office. Your organization **will not** be allowed to continue conducting gaming related activities in the State of Louisiana after June 30, 2004 until your organization has received a printed license for the 2004/2005 licensing year from the Office. Conducting gaming related activities without a license will result in the imposition of a civil penalty.

An application will only be accepted if **all** the following conditions are met:

1. Correct fee of \$75.00 is paid by check drawn from the **Charitable Gaming Account**. The check should be attached to the application and made payable to the Office of Charitable Gaming;
2. All sections of the application are completed fully and legibly along with all requested data and attachments;
3. **All** information submitted on your organization officers and members must be complete and accurate. For your convenience, the Office can provide a list of all members that are currently on file for your organization. This list must be requested by an officer of the organization. **INCORRECT OR INCOMPLETE INFORMATION WILL DELAY THE ISSUANCE OF A LICENSE;**
4. Specific dates and times of your sessions shall be listed on the appropriate form(s) **(PLEASE LIST STARTING TIME OF SESSION AS TIME ORGANIZATION WILL BEGIN TO SELL PAPER. LEASE AGREEMENT WITH LESSOR MUST INCLUDE ALL DATES AND TIMES OF SESSIONS.);**
5. Application must be signed by the **Member-in-Charge** of charitable games and the **duly elected President** of the organization, and properly notarized **(APPLICATION MUST BE SIGNED AND DATED ON THE SAME DATE IT IS NOTARIZED IN THE PRESENCE OF A NOTARY);** and
6. Member-in-Charge and President must also complete **Organization Officials Information Sheet**.

Any changes in officers, directors, or gaming management must be filed with the Office of Charitable Gaming within 10 days of the change on the Organization Officials Information Sheet. List at least one official as Member-in-Charge and as many alternate members-in-charge as necessary to assure at least one MIC is present at all games as provided by LA. R.S. 4:714 (D).

If you have any questions concerning and application information, please contact the Office at 1-800-562-9235 or locally at 225-925-1835.

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